| MPH Summer 2018 Practicum: Checklist |  |
| --- | --- |

Below are all of the steps you need to take BEFORE you can enroll in the Practicum course.

|  |  |  |
| --- | --- | --- |
|  | Fill out the pre-registration form | Form link:  [https://goo.gl/qLb26k](https://cuny.us10.list-manage.com/track/click?u=af086f9d74120dca081e07d08&id=750fde8972&e=404e65b54a) |
|  | Attend an orientation session | Attend a required orientation session that provides you with an overview of what to expect and the registration process. Orientation RSVP information is on the pre-registration form. |
|  | Self-reflection | Questions to ask yourself:  What kind of skills do I want to apply?  What kind of organization would I like to work for? Government? Non-profit? Hospital? Something else?  What topics do I want to further explore?  \**Contact the OEL staff and your faculty advisor if you’d like help with this step.* |
|  | Select a site | OEL list: OEL provides a list of potential sites and preceptors; review and then make contact to see if there is a good fit.  Your job: Would you like to do it where you work? Is there another department where you can apply your skills? Talk to a potential preceptor (not your boss).  Other organizations: Do some desk research (on your computer) and explore available public health-related options.  *If you plan to do your practicum at your job or another organization not on the OEL list, please alert OEL so we can ensure that the location is appropriate.* |
|  | Fill out a learning agreement w/ your preceptor and get approval from your faculty advisor | Develop a project idea with your preceptor. You can find the learning agreement online: <http://sph.cuny.edu/academics/academic-resources/>  Academics<Academic Resources<Student Handbooks and Materials<Practicum Learning Agreement  Alert your SPH faculty advisor that you are working on developing your learning agreement, and ask questions as needed. Ensure that you, your preceptor, and your faculty advisor sign the learning agreement. |
|  | Send signed learning agreement to OEL and fill out the HRPP Assessment Form | Once you have an approved learning agreement, you must fill out the Human Subjects Research (HSR) Assessment Form: <https://docs.google.com/forms/d/1zCyJ7mQbA4u_S5ri3kwcVRMvFhHZ6FsstDzTthG9CSQ/viewform?ts=57a38b03&edit_requested=true>  You must submit this form, even if you are NOT working with human subjects OR your organization already has undergone IRB review for the project.  Find out more about the HRPP Office here: <https://sphhrpp.commons.gc.cuny.edu/>  Send your signed learning agreement and confirm that you submitted your HSR Assessment Form via email to [oel@sph.cuny.edu](mailto:oel@sph.cuny.edu) |
|  | Enroll in the Practicum course | With your learning agreement completed AND the HSR Assessment form submitted, you can now enroll in class. |